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Department of Environmental Health  
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## GUIDELINES FOR FOOD SAFETY & SECURITY

### BACKGROUND:

It is the responsibility of each food facility to provide safe and wholesome food to their customers. Food and water systems cannot be protected against every possible hazard, however this guideline checklist was developed to assist the retail food facility operator in reducing potential hazards.

### SECURITY:

- Limit access to food preparation and storage areas.
- Do not allow non-essential personnel in food processing and storage areas.
- Lock doors and windows allowing only authorized personnel in these areas. Fire exits must not be blocked.
- Monitor visitors and delivery personnel. Consider a visitor log.
- Report unusual activity to a manager or security



### APPROVED SOURCE:

- Confirm that suppliers have a food safety and security plan in place.
- Check-in the deliveries, do not allow an unattended delivery.
- Keep a list of where food products are purchased and maintain copies of invoices/bill of lading for tracking all purchases.
- Create a written plan with the procedures for the food facility's receipt of foods.
- Use approved food sources only. All produce should be washed before using.
- Be aware of delivery conditions and product quality. Inspect for tampering, discoloration, pinholes or unusual packages.

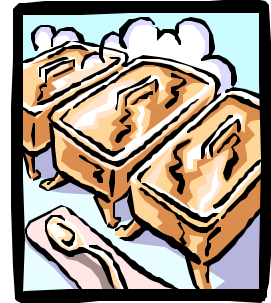
### STORAGE:

- Maintain security and integrity of storage areas. Focus on potential contamination points.
- Chemical and cleaning items should be stored in a designated area away from food and utensils.
- All food items and condiments are to be adequately protected from contamination in covered, approved containers.

## GUIDELINES FOR FOOD SAFETY & SECURITY (CONTINUED)

### FOOD DISPLAY / BUFFET:

- Self serve or buffet areas may be at risk. Develop a monitoring plan to observe the area and not just during replenishing.
- Do not refill partially empty containers. Place a clean or new container of fresh product in the serving area. This breaks the cycle of potential contamination.
- Sneeze guards and/or food covers are required to provide protection from droplet contamination.
- Remove all food from service that has been tampered with.



### WATER / ICE:

- Provide/verify backflow prevention devices are on beverage dispensers.
- Secure the ice machine(s) inside the facility to prevent contamination.
- Water and ice must come from an approved source. It should be delivered so as to be protected from contamination. Do not place bags of ice on the floor.

### EMPLOYEES:

- All employees should receive adequate food handler training, with records maintained by management.
- Set a policy for employee screening or background checks.
- Provide adequate training for new employees with appropriate supervision.
- Employees should wear clean uniforms.
- Provide secure lockers for employee belongings away from the food preparation and storage area.



### GOVERNMENT LIAISON:

- Report suspect foodborne illness (e.g. vomiting, diarrhea and/or fever) to the Department of Environmental Health at (619) 338-2356.
- After hours, holidays and weekends contact the Environmental Health Specialist through the County Communications at (858) 565-5255.
- For confirmed tampering contact 911 immediately. Additionally notify the Department of Environmental Health at (619) 338-2379/2222.

Additional food safety information and resources on the internet:

[www.cdc.gov](http://www.cdc.gov)

[www.fda.gov](http://www.fda.gov)

[www.usda.gov](http://www.usda.gov)

[www.sdcdeh.org](http://www.sdcdeh.org)